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Addendum #1
File #15-0419
RFP - Mini Master Plans for Various City Parks

This addendum serves to notify all bidders of the following changes to the solicitation documents:

- 1) Responses to submitted questions are attached.

Please acknowledge receipt of this Addendum by signing, dating, and submitting a copy with your bid/proposal. Thank you.

Signature

Date

St. Louis River Corridor Neighborhood Parks RFP FAQ

1. What is the budget range for the St. Louis River Corridor Neighborhood Parks plans?

The RFP is open to a competitive bidding process. Cost/bids are weighed as 20% of the entire criteria for proposal selection.

2. How involved will City staff be on the project?

The Parks Division will assigned one City Project Coordinator to act as a liaison to the consultant. In addition, the consultant will be supported by an internal City staff team representing the various elements of the park – Parks Maintenance, Properties and Facilities Management, Engineering and Recreation. You will access to other internal City departments when applicable to the project.

3. Are there existing park site inventories available through the Parks Division?

No, this would be something that would need to be completed through the consultant. Inventory status of the existing buildings, if applicable to the park, are available through City of Duluth's Property and Facilities Management Division.

4. What are some of the major areas that need to be addressed at these parks?

The major issues with the parks is aging infrastructure including playground equipment, field surface, basic landscaping. Determining current park use and future use is a key component of the plans.

5. How extensive are the potentials changes to the park? Maintaining what exists or to the extent of a whole new design?

The catalyst to conducting mini master plans for the Corridor parks is because of the St. Louis River Corridor ½ and ½ Tourism Tax Fund available for these neighborhoods. All St. Louis River Corridor neighborhood parks qualify for up to \$50,000 of ½ and ½ tax funding by securing a 1:1 match, it is anticipated that near-term maintenance, restoration and/or enhancements would be the focus of the parks based on funding for near-term implementation. The focus will be pragmatic, sustainable solution to park infrastructure.

6. Do any of the parks outlines in the RFP still have related flood damage?

Yes, but no major damage that we are aware of, that needs to be addressed. However, during this review process some unknown damage may be revealed.

7. Are natural resource expertise needed?

Expertise in natural resources would be viewed as an asset to the project team.

8. How should the proposed budget be broken down?

Your layout of the budget may reflect your scope and methodology of approach towards the project. It may be broken into phases, by individual parks, or other another method that best reflect your scope of work. We require hourly not to exceed.

9. Should the contingency parks be listed out individually by budget line?

Yes. Ideally each "on contingency" park should have be its own line item in the budget. This will help the selection committee best understand the scale of options.

10. Would it be possible to conduct public meetings for more than on park at a time?

It is up to the consultant to determine the process for facilitating the public meetings. The expectation is that each park will each receive equal amount of public process.